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OFFICE OF LOGISTICS FIVE YEAR PLAN

FY 1984-1988

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OFFICE OF LOGISTICS FIVE-YEAR PLAN

FY 1984-1988

I. Introduction.

OL is a service organization. Services provided by the Office of Logistics cover a broad range of disciplines and involve a diverse support mission not found in most offices where activities are more monolithic.

Due to the diverse nature of OL, office level goals and objectives must be stated in global terms, with Divisions' goals and objectives becoming more specific and focused. However, the common goal that integrates all service provided by OL is responsiveness.

The challenge which Logistics will face during the next five years will be to meet ever-increasing demands with the same or limited increases in resources. To remain responsive, the Office of Logistics must offset the effects of limited resources through increased productivity. What must occur is for OL to maximize the efficient utilization of existing resources through innovation, creative management, cross-training of personnel, and increased utilization of improved technology. The assignment of organizational priorities, the elimination of marginal systems, and the restructuring of decisions and personnel in a manner that increases productivity while maintaining responsiveness to the OL mission is the purpose of developing and implementing the Five-Year Plan. It is clear that if OL is going to continue to be responsive in a time of limited resources, we must strive to create an atmosphere that will foster creativity and aggressively provide for innovative management. The Plan contains the basic objectives for the Management by Objectives (MBO) Program. These objectives are assigned to specific divisions and staffs for accomplishment and will ultimately be included in Advance Work Plans (AWP) of senior managers. The Strategic Plan, MBO, Personnel Development Plan, AWP, and the Program Call must all be melded together into a cohesive, effective strategy for OL.

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~~SECRET~~OL Five-Year Plan, FY 1984-1988 (cont'd)II. Assumptions.1. Requirements.

a. During the next five years, resources will not be augmented at a rate to keep pace with new initiatives and increased requirements. Hence, the imaginative use of current resources will be required if responsiveness is to be maintained and if greater effectiveness and efficiency are to be achieved.

b. Rapid response with limited resources will be required due to unanticipated demands, targets of opportunity, terrorist activities, covert operations, and paramilitary programs. Present requirements tend to require decentralized support through the assignment of personnel to various projects. Decentralization and a compartmented configuration preclude growth being met with a stable but ever more efficient work force. A decentralized requirement may only be met by the assignment of personnel. Accordingly, OL must have a stable of talent to provide the mix of personnel to meet customer requirements. In the short term this mix may be achieved by hiring over the TO, with long-range equilibrium achieved by negotiation with the customer for slots, with personnel becoming available for decentralized assignments through increased productivity made possible by capital investments. Also, classical personnel action to adjust the TO to meet requirements will be used.

c. Rapid response with limited resources requires that OL increase utilization of automated data processing systems (ADP). To obtain full utilization of these systems, OL must develop greater expertise in ADP. This will require the retraining of some personnel in existing OL disciplines.

2. Financial Resources. The Logistics budget will continue to be limited; the real increase in dollars available will not be proportionate to the growth in demand for goods and services.

3. Personnel Resources.

a. Attrition will continue at a nominal rate, but it will become increasingly more difficult and challenging to acquire and retain professional and technical personnel.

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OL Five-Year Plan, FY 1984-1988 (con'd)

b. The personnel ceiling will remain relatively stable. The types of OL positions, distribution of skills, and training criteria may need to be realigned.

c. Support personnel in the field will be increased over the next five years. Logistics personnel will be increased in proportion. A hostile overseas environment will make the assignment of personnel overseas more difficult.

4. Facilities Management.

a. As the Headquarters and other Agency buildings age, costs of operating and maintaining these facilities will increase. The cost of maintaining utility system reliability will be particularly high.

b. Office space will be further exacerbated as the population grows and as computers and other technical systems displace personnel. In the short term, pending completion of the new building on the Headquarters compound, it will be necessary to acquire additional leased space to accommodate increases in personnel and/or operational equipment.

5. Energy. Energy resources will continue to be increasingly scarce and will become more costly, requiring greater efforts in the management and conservation of these resources. There will be a dramatic increase in the cost of services such as transportation and utilities, which are energy-intensive.

6. Political Environment. Attitudes of Congress, the press, and the general public are likely to become less favorable towards the Agency, if Agency activities continue to be closely monitored and scrutinized.

7. Paramilitary Activities. Covert action operations will either increase or decrease depending on how closely they are scrutinized, and on the attitudes of policymakers. Whether covert action increases or decreases, attendant managerial and administrative challenges to track the changes will result.

8. Technical Collection. The continued advances in technical collection systems will require additional support in contracting activities and highly responsive logistics support systems.

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OL Five-Year Plan, FY 1984-1988 (con'd)

9. Information Handling/Production.

a. Agency and Community requirements for printing, photographic, and presentation graphics production support will continue to increase. New initiatives will be undertaken to improve both the quality and timeliness of information output production.

b. Pressures will continue to reduce the voluminous amounts of paperwork and files and to develop efficient information-handling alternatives. The quality, storage, and retrieval of information will have to be improved.

c. Cost efficiencies for the production of information must be realized through automation and joint ODP/OL initiatives in consolidated output media facilities.

III. Goals.

1. Maintain a highly trained and motivated work force, equipped with the skills and tools necessary to fulfill mission requirements efficiently and effectively. Through the maintenance of training programs and effective career management, encourage the advancement of our personnel, as well as new ideas and new approaches. Emphasize teamwork, integrity, and security consciousness to promote "esprit de corps" and rekindle a sense of pride in self and mission.

2. Continue to provide high-quality service and remain responsive to changing requirements. Adapt new managerial approaches, establish new programmatic and personnel initiatives, and enhance our decision-making process.

3. Continue to maximize the utilization of current resources and to upgrade and expand capital resources to promote efficient operations.

4. Continue to examine our relationships with other Government agencies to identify items of common concern which we can influence and strengthen to provide more satisfactory support to the Agency.

5. Exploit the potential for increased cost efficiencies, productivity, and responsiveness through the application of automation and adoption of cost-saving, efficiency-type programs undertaken by other government entities and private industry, which are applicable to the OL.

OL Five-Year Plan, FY 1984-1988 (cont'd)

6. Continue disaster and emergency planning and develop mechanisms and procedures for maintaining essential logistics support under adverse conditions.

IV. Objectives.

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Convert General Provisions used in Agency contracts from DAR to FAR.
- Strengthen and expand personnel management support in OL.
- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch Plan.
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD
- Complete basic operational capability of the P&PD Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System
- Complete six-floor addition 25X1
- Acquire and occupy 160,000 square feet of temporary office space 25X1
- Develop long-range plan for, and begin enhancement of materiel-storage capacity. 25X1
- Investigate and, if appropriate, establish a method to utilize the Department of State computer system to generate GBLs and send unclassified shipping messages to posts worldwide.
- 25X1

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OL Five-Year Plan, FY 1984-1988 (cont'd)

- Implement corrective action to problems uncovered in the P&PD customer survey questionnaire.
- Develop and disseminate customer survey questionnaires for PD, RECD, and SD and take appropriate action to respond to customer comments (separate divisional objectives).
- Resolve issues related to Agency taking over Headquarters M&O in FY-85.
- Develop Professionalism Program within OL for both blue and white-collar workers.
- Expand personnel exchange program with external agencies where possible and practicable.
- Establish overseas personal computer capabilities.
- Develop and implement a Logistics Integrated Management System (LIMS).

V. First Year Schedule. Milestone charts for objectives with activities scheduled in FY-84 are contained at the next 25 pages.

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Office: OL/NBPO
 Objective Statement: Consolidate Agency Metropolitan Washington Area Activities in the
 Responsible Officer: [redacted] New Headquarters Building
 Significant Funding Amount: \$ [redacted] FY 84 \$ [redacted] FY 85
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 225X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Road Design												
Concepts/Negotiation			0		0							
Preliminary Design						0						
Environmental Assessment												
AGE Design												
Package 1				0					0			
Package 2						0						
Package 3												
Construction												
Contract 1							0			0		
Contract 3												
Technical Systems Management Plan												
Requirements/System Definition	0											
Resources/Schedules/Staffing	0											
Schedule Risk Assessment	0											
Comparative Cost Analysis		0										
Space Requirements			0									
Revise Estimates for FY 1986 Program				0								
Office Design/Layout												
Review Program Requirements					0							
Update Registry Requirements					0							
Revise Data Base with FY 1984 Personnel					0							
Increases												
Block Out Space Allocations on 1/32"									0			
Drawings										0		
Management Review of Space Allocations												0
Start Fit-Up with SH&G												

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Office: OL/PMS
 Objective Statement: Convert General Provisions used in Agency contracts from DAR to FAR
 Responsible Officer:
 Significant Funding Amount: \$_____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Convert Agency General Provisions (Boiler Plate) from DAR to FAR.												
1. Review FAR when published.	O											
2. Compare DAR clauses in General Provisions and correct to be applicable to FAR clause.				O								
3. Design new contracting forms resulting from FAR.				O								
4. Train contracting personnel in use of FAR.					O							
5. Publish new General Provisions and necessary forms.						O						
6. Implement FAR.							O					

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Office: OL/P&TS
 Objective Statement: Strengthen and expand personnel management support in OL (Part I)
 Responsible Officer:
 Significant Funding Amount: \$_____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Information Handling:												
1. Identify specific application of ADP to P&TS support to OL and determine the need of the OL customer for the product.			O									
2. Review list of applications and determine those to be addressed.			O									
3. Identify appropriate software and schedule training for P&TS employees.					O							
4. Produce ADP-generated reports for OL consumers.						O			O			O

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Office: OL/P&TS
 Objective Statement: Strengthen and expand personnel management support in OL (Part II)
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Career Management:												
1. Brief the S-1 Panel on the intended application of the Office of Personnel's pilot job analysis project to the development of its GS-13 personnel.		O										
2. Determine development needs of MLS GS-13 personnel by comparing KSAOs identified by the study with those of this grade group.				O								
3. Prepare a report to the Director of Logistics on the utility of the effort in singling out development needs of the grade group and on planned actions to overcome employee deficiencies identified by the S-1 Panel.					O							
4. Prepare report to the Director of Personnel on the usefulness of the pilot job analysis study in OL's career management effort and future plans for its application in other areas of OL's personnel management program.						O						

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Office: OL/LSD/M&CB
 Objective Statement: Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: _____

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature currently available pertaining to IBM Card Sorting Machines and automated scanners for codeword accountability.			O									
2. Determine feasibility of installing automated equipment in Mailroom, i.e., space requirement.						O						
3. Prepare cost estimate.								O				
4. If feasible, formulate plans for implementation.										O		
5. Installation.												O

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Office: OL/LSD/MPB
 Objective Statement: Complete Implementation of a More Effective Vehicle Dispatch Plan
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop program to enter motor vehicle requests into an automated system (done).												
2. Prepare Motor Pool area for installation of computer equipment (done).												
3. Train dispatchers in the use of system.	0											
4. Place system on line.		0										

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Office: OL/LSD
 Objective Statement: Implement the DDA's Quality of Life Program
 Responsible Officer:
 Significant Funding Amount: \$_____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Work with GSA and GSI to implement plans for upgrading the decor in the North and South cafeterias.	0											0
2. In conjunction with GSA, FEB, and OMS implement plans for upgrading the appearance and facilities of the gym.	0											0
3. Work with GSA and OMS to upgrade the decor in the OMS office.	0											0
4. Continue to work with GSA to improve the appearance and safety of the ground floor.	0											0
5. Upgrade women's lounge areas.								0				
6. Repair tunnel.									0			
7. Paint floors 1, 2, 3, 4, 5, 6, and 7.	0											0
8. Replace wallpaper in public areas.	0											0
9. Build running track between perimeter fences.										0		
10. Construct benches for grounds.											0	
11. Install canopies at S.E. and N.W. entrances.												0
Attachment: Prioritized list and estimated costs.												

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Office: OL/LSD
 Objective Statement: Implement corrective action to customer surveys in LSD
 Responsible Officer:
 Significant Funding Amount: \$_____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Improve the response time in the Architectural Design Staff.				0	0	0	0				0	
2. Publicize the Division's Interior Design Consultant.	0		0									
3. Continue to work closely with GSA and to improve service to the Agency.	0											0

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Office: OL/P&PD
 Objective Statement: Complete Basic Operational Capability of the P&PD Digital Prepress System (3-year project)
 Responsible Officer:
 Significant Funding Amount: \$ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Select and order digital page makeup system from RFP responses.			0									
2. Develop production implementation plan.						0						
3. Installation and training on page makeup system.									0			
4. Production on page makeup system.										0		
5. Expansion of initial 3-station system to 6-12 station system.												0

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Office: OL/P&PD
 Objective Statement: Complete evaluation of the Quality Circle Program in P&PD and access
 Responsible Officer: application elsewhere in OL
 Significant Funding Amount: \$ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Continue Pilot Program			0									
2. Consultant Assessment Survey.			0									
3. Facilitator-Steering Committee status review.	0	0	0									
4. Pilot Program final review.				0								
5. Explore program expansion options (more teams, other shifts, and other OL components).				0								
6. Conduct full-scale P&PD QC Program through FY-84.				0								
7. Facilitator-Steering Committee status reviews.				0	0	0	0	0	0	0	0	0

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Office: OL/P&PD
 Objective Statement: Develop and implement NOMAD based P&PD Management Information System
 Responsible Officer:
 Significant Funding Amount: \$ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Based on P&PD detailed systems requirements, document, develop, and test NOMAD based MIS.		0										
2. Train users in system operation.		0										
3. Initial operating capability.		0										
4. Installation of additional Delta Data terminals and communication equipment to support MIS.				0								
5. Develop and implement "Plant Loading" software.					0							
6. Full system operating capability.						0						
7. Develop, test, and implement "Productivity Measurement" software module.								0				
8. Develop and test enhancements/modifications.										0		

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Office: OL/RECD
 Objective Statement: Complete six-floor addition to
 Responsible Officer:
 Significant Funding Amount: \$ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Complete 1st and 2nd floor.						O						
2. Complete 3rd floor/shielding.										O		
3. Complete 4th floor.											O	

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Office: OL/RECD
 Objective Statement: Acquire and occupy 160,000 square feet of temporary office space at
 Responsible Officer:
 Significant Funding Amount: \$ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Obtain agreement.		0										
2. Assign occupancy.						0						
3. Complete design.									0			
4. Contract for alteration.												0

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Office: OL/SD/CD/MFB
 Objective Statement: Develop Long-Range Plan for and Begin Enhancement
 Responsible Officer: Materiel Storage Capacity
 Significant Funding Amount: \$ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Develop a plan for the systematic rehabilitation/renovation <input type="text"/> external <input type="text"/> numbers 2, 3, 4, and 5.		O										
2. Compile requirement for repair materiels, obtain contractor bids and estimated cost and identify funding.				O								
3. Initiate request for contractural services as required.						O						
4. Identify and compile list of materiels stored <input type="text"/> that are suitable for external storage.									O			

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Office: OL/SD/OSB
 Objective Statement: Bring the [] training site up to operational readiness
 Responsible Officer: []
 Significant Funding Amount: \$_____ FY_84_____
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Complete construction of the Alfa area.	0											
2. Complete construction of the support area.					0							
3. Complete construction of the Bravo area.						0						
4. Arrange the assignment of Air Force personnel.					0							
5. Complete the assignment of staff personnel.					0							
6. Conduct a test cycle utilizing the Alfa and Bravo facilities to identify deficiencies.						0						
7. Open the doors for business.							0					

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Office: OL/P&PD
 Objective Statement: Implement corrective action to problems uncovered in the P&PD
 Responsible Officer: Customer Survey Questionnaire
 Significant Funding Amount: \$ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Complete analysis of customer questionnaires.		O										
2. Prepare a report outlining the results of customer questionnaire and identification of problem areas.		O										
3. Develop an action plan(s) for resolving identified problem areas.			O									
4. Implement action plan(s) for resolving problems.				O								
5. Prepare a follow-up report on results of action plan(s) and customer problems resolution.						O						

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Office: OL/PD
 Objective Statement: Develop and disseminate customer survey questionnaires for Procurement Division and take appropriate action to respond to customer comments
 Responsible Officer:
 Significant Funding Amount: \$_____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Study substance of questionnaires and responses thereto from recent "Customer Satisfaction" surveys conducted by P&PD and LSD.			O									
2. Prepare PD questionnaires tailored to PD primary and secondary customers seeking responses to PD action on their requirements (i.e., timely, effective, procedures, etc.).					O							
3. Distribute questionnaires.					O							
4. Cut off date for receipt of responses.							O					
5. Analyze responses, identify problem areas (within and without PD), initiate unilateral action for improvement within PD and develop recommendations for actions on part of others in procurement cycle (i.e., customers--COTRs) not under command control of PD.										O		

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Office: OL/RECD
 Objective Statement: Develop and disseminate customer survey questionnaires for Real Estate and Construction Division and take appropriate action to respond to customer comments
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending: _____

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Study substance of questionnaires and responses thereto from recent "Customer Satisfaction" surveys conducted by P&PD and LSD.			O									
2. Prepare RECD questionnaires tailored to RECD primary and secondary customers seeking responses to RECD action on their requirements (i.e., timely, effective, procedures, etc.).					O							
3. Distribute questionnaires.					O							
4. Cut off date for receipt of responses.							O					
5. Analyze responses, identify problem areas (within and without RECD), initiate unilateral action for improvement within RECD.										O		

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Office: OL/SD
 Objective Statement: Develop and disseminate customer survey questionnaires for Supply
 Responsible Officer: Division and take appropriate
 Significant Funding Amount: \$_____ FY 84 action to respond to customer
 Quarter Ending: comments

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Study substance of questionnaires and responses thereto from recent "Customer Satisfaction" surveys conducted by P&PD and LSD.			O									
2. Prepare SD questionnaires tailored to SD primary and secondary customers seeking responses to SD action on their requirements (i.e., timely, effective, procedures, etc.).					O							
3. Distribute questionnaires.					O							
4. Cut off date for receipt of responses.							O					
5. Analyze responses, identify problem areas (within and without SD), initiate unilateral action for improvement within SD.										O		

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Office: OL/RECD
 Objective Statement: Resolve issues related to Agency taking over Headquarters M&O in
 Responsible Officer: FY-85
 Significant Funding Amount: FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1
 25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Perform study.		0-----	0									
2. Identify necessary funds.				0								
3. Notify GSA.					0							
4. Select M&O contractor and initiate clearances.						0						
5. Commence transition.												0

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Office: OL/NBPO
 Objective Statement: Develop Professionalism Program within OL for both blue and white-collar workers
 Responsible Officer:
 Significant Funding Amount: \$ _____ FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Organizational meeting	O											
2. Develop White-Collar Program												
a. Review Agency programs		O										
b. Review other government and private industry programs			O		O							
c. Develop options						O						
d. Prepare draft							O					
e. Final report												
3. Develop Blue-Collar Program												
a. Review Agency program								O				
b. Review other government and private industry programs									O			
c. Develop options										O		
d. Prepare draft											O	
e. Final report												O

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Office: OL/PD
 Objective Statement: Initiate Professional Personnel Exchange Program with Selected
 Responsible Officer: [Redacted] Other Government Agencies
 Significant Funding Amount: \$ [Redacted] FY 84
 Quarter Ending:

O — Scheduled
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify PD candidate for six month non-reimbursable detail to another government agency (i.e., NSA).	O											
2. Broker assignment to NSA, have NSA identify candidate for assignment to CIA.	O											
3. Complete personnel processing for these assignments in accord with [Redacted] (Action OL/P&TS and O/PERS).			O									
4. Target date for candidates to EOD in respective assignments.				O								
5. Supervisors and individuals prepare interim "How Goes It" reports after first three months. Chief respective divisions meet to review progress.							O					
6. Supervisors and individuals prepare final report and evaluation of effectiveness of assignment. Based on these reports, C/PD makes recommendation if program should be expanded to other OL divisions.									O			

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OL Five-Year Plan, FY 1984-1988 (cont'd)VI. Resource Implications.

1. The most critical resource constraint is personnel staffing. Since the OL is a support/service organization, OL's capabilities and growth must be keyed to the requirements and growth of OL's customers. Because the Agency is growing, personnel increases are projected as a need in all OL components to enable OL to remain responsive to the increasing requirements. It is anticipated that in the short term, staffing limitations can be overcome by increases in personnel authorizations and, in the long run, productivity may be improved by new technology acquisition, and responsiveness maintained through keying capabilities to requirements through permanent adjustments to the TO.

2. Funding shortages are projected for the forthcoming period. To the extent that these shortages delay or otherwise affect capital improvements, the effectiveness and responsiveness of OL will be degraded proportionally.

SUBMITTED:



Director of Logistics

Date

27 Nov 83

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APPROVED:



Deputy Director for Administration

Date

11-14-83

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